



THE INDIANA HERITAGE TRUST PROGRAM

Program Guidelines

WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR IHT FUNDING?

Project types eligible for funding under the Indiana Heritage Trust include the acquisition of property for new and existing state parks, state forests, nature preserves, fish and wildlife areas, and outdoor recreation, historic, or archaeological sites. ALL projects eligible for funding must meet one or more of the criteria listed for project types (see Appendix).

WHAT TYPES OF ACTIVITIES OR PROJECTS ARE INELIGIBLE FOR IHT FUNDING?

Indiana Heritage Trust funds may not be used for construction of structures, removal or remediation of hazardous substances, or wastewater treatment. Restoration, renovation, or repair of historic structures is also ineligible.

HOW WILL IHT FUNDS BE SPENT?

For each \$100,000 of revenue, the funds by law must be allocated by “account”:

ACCOUNTS

1. Stewardship Account (allocated first)	4.5% of \$100,000	\$4,500
a) Marketing Account	.5% of \$100,000	\$5,000
2. State Parks Account	10% of balance	\$9,500
3. State Forests Account	10% of balance	\$9,500
4. Nature Preserves Account	10% of balance	\$9,500
5. Fish and Wildlife Account	10% of balance	\$9,500
6. Outdoor Recreation Account	10% of balance	\$9,500
(historic and archaeology sites)		
7. Discretionary Account	50% of balance	\$47,500

FUND ACCOUNT USES

Division Account funds (Numbers 2, 3,4,5 and 6 above) may be used for acquisition costs including costs of services and expenses related to acquisition.

Stewardship Account

- maintenance of property acquired under this chapter
- costs of removal of structures, debris, and other property for the intended use of the property
- costs of site preparation related to public use, protection, or returning the property to a natural state
- up to 10% of the account may be used for promotion of the program by DNR

Discretionary Account funds may be used for any purpose under the other accounts.

DISCRETIONARY ACCOUNT AND MATCHING FUNDS

Expenditure of money from the discretionary fund requires matching funds. For every \$3 from the discretionary fund, there must be at least \$1 in matching money or value from nonstate sources. The Trust Committee decides what constitutes matching funds or value.

Matching value can include:

- Property donated to the Department of Natural Resources for an approved project.
- Improvements to property in an approved project which preserves the property or restores it to a more natural state.
- The dedication of or improvements to property adjoining the proposed project which enhance the project's conservation value.
- The value of other real property held by a nonprofit corporation, the federal government, or local government which can be used for the benefit of the project.
- Federal monies given directly to the fund or through the state for an approved project.

GUIDELINES FOR THE DISCRETIONARY ACCOUNT

The following guidelines will be used in deciding how to allocate the Indiana Heritage Trust Discretionary Account money. Priority will be given to projects that:

- Maximize the use of non-Indiana Heritage Trust Fund share.
- Maximize partnerships with public and private agencies.
- Maximize partnerships among divisions of the Indiana Department of Natural Resources (DNR).
- Help meet the goals of diversity of projects funded and geographical balance so that all parts of Indiana will have lands under state protection.

WHO CAN PROPOSE PROJECTS?

Projects proposed for funding from the Indiana Heritage Trust will generally come from two sources:

- Divisions of the Department of Natural Resources (DNR).
- The general public which includes, for example: nonprofit organizations, local units of government, corporations, individuals, etc.

WHO WILL RECOMMEND PROJECTS FOR FUNDING?

The Indiana Heritage Trust law (I.C. 14-12-2) established an Indiana Heritage Trust Project Committee composed of ten citizens appointed by the Governor, one from each Congressional District, and the Directors of six DNR Divisions: Nature Preserves, Fish and Wildlife, Forestry, Museums and Historic Sites, Outdoor Recreation, and State Parks-Reservoirs. The Project Committee is responsible for evaluating proposed projects submitted to it. The Project Committee has developed a project evaluation form and a project proposal form. The projects recommended by the Project Committee will be forwarded to the Trust Committee. The Trust Committee consists of the 12 members of the Natural Resources Foundation and four legislators (two senators and two representatives) and the Treasurer of the State. The Trust Committee decides which projects shall be sent to the Governor for final approval.

REVIEW PROCESS FOR PROJECTS:

A guiding principle is that all proposed projects, from whatever sources, are subject to the same criteria and the same review process.

All proposals shall first be referred to the Executive Director for correctness of form, structure and completeness and for communication with applicants to correct any deficiencies.

The Executive Director shall refer all qualifying proposals to the appropriate division or divisions of the Department of Natural Resources for evaluation based on the approved criteria. The division director will complete a project evaluation form.

No project will be placed on the Project Committee's agenda for review until the application has been reviewed by the Executive Director and appropriate Division Director or Directors. The applicant will be informed if the project that they have outlined is ready for the Project Committee's consideration. Readiness should include a determination of the property owner(s) willingness to sell or donate their property.

If your project qualifies, you will be notified of the date, time, and place when your project will be reviewed by the Project Committee. You are requested to come to

Indianapolis for the review so that you can discuss the merits of the project with the Project Committee and answer any questions the committee may have.

If the Project Committee recommends your project for funding, it will be sent to the IHT Trust Committee. Notification of acceptance or rejection of the proposed project by the Trust Committee will be made by mail. It is not required that you attend the Trust Committee meeting, but all are welcome. The Trust Committee is responsible for issuing final recommendations to the Governor. Land purchases for projects approved by the Governor are subject to available funding.

WHERE TO SEND PROJECT PROPOSALS AND DEADLINE SCHEDULE:

Complete project proposal forms and documentation must be delivered to the Indiana Heritage Trust Program Executive Director, 402 W. Washington St., Executive Office, Room W-256, Indianapolis, IN 46204-2748 or postmarked by the deadline date. Project proposals received after the deadline will not be considered for that proposal period but can be resubmitted for the next one.

Deadlines for submission of project proposals to the Heritage Trust Project Committee are: **February 1, May 1, and August 1.** The Project Committee meets at least quarterly to consider project proposals for recommendation to the Trust Committee.

OPEN MEETINGS:

All meetings of the Project and Trust Committees are open to the public by law. Proposers of qualified projects will be informed of the date on which their project will be considered by the Project Committee. The proposer is expected to present the project in a brief and concise manner. Photos and maps are encouraged. If you have any questions you may contact the Executive Director:

Cassandra Sponsel at (317) 233-1002 or by e-mail at csponsel@dnr.in.gov

DIVISION DIRECTORS:

If funds are designated in the project proposal for any of the Division Accounts (State Parks-Reservoirs, State Forests, Nature Preserves, Fish & Wildlife, and Outdoor Recreation) contact is required with the appropriate Division Director:

State Parks-Reservoirs	Gerald Pagac	317-232-4124
State Forests	John Seifert	317-232-4107
Nature Preserves	John Bacone	317-232-4052
Fish & Wildlife	Glen Salmon	317-232-4091
Outdoor Recreation	Emily Kress	317-232-4070

APPENDIX

PROJECT CRITERIA BY PROJECT ACCOUNT

1. State Parks and Reservoirs (pg. 6)
2. Forestry (pg. 8)
3. Nature Preserves (pg. 10)
4. Outdoor Recreation & Historic/Archaeological Sites (pg. 11)
5. Fish & Wildlife (pg. 14)
6. Stewardship (pg. 15)
7. Discretionary (pg. 17)

1. STATE PARKS AND RESERVOIRS ACCOUNT

Priority 1: Inholdings Criteria

Inholdings and additions to existing State Parks and Reservoirs are of high priority and should meet one of the following criteria:

- a) Land that is completely or partially surrounded by existing State Parks and Reservoirs property.
- b) Land that contains significant natural features of characteristics such as wetlands, barrens, caves,
- c) Land that provides important habitat for state and federal threatened or endangered species.
- d) Land that increases manageability of a State Park or Reservoir by gaining control of a road, removing an existing encroachment or reducing the potential for future encroachments.
- e) Land that acts as a visual or sound buffer from adjoining private owners or provides separation between property users and adjoining private development.
- f) Land that, if developed, would be incompatible or detrimental to State Park or Reservoir values.

Priority 2: State Parks Criteria

State Parks preserve unique landscapes that may be important from a natural and/or historical standpoint. They provide opportunities for educating visitors about the values of the natural world and to provide recreational opportunities that are compatible with management of the natural and historic features. A state park usually is large enough to accommodate picnic areas, campgrounds, hiking trails and nature study as well as undeveloped natural areas.

New State Parks will generally meet the following criteria:

- a) Proposed site is in an area that has a shortage, of state park facilities.
- b) The site allows for acquiring relatively large continuous acreage (2,000 plus acres).
- c) Topography is of potential scenic value. Especially important would be water features such as lakes, rivers, and wetlands.
- d) The site can be served by a state highway within one mile of the proposed entrance with a potential for a two lane paved road access.
- e) Pollution is minimal (noise, visual, water, soil and air) and will not detract from the park visitors' experience or can be mitigated.
- f) The site has access to sufficient electric service and drinking water at a reasonable cost.
- g) The site's access by road can be limited to one entrance.

Priority 3: Reservoirs Criteria

Land tracts to be considered for purchase should further the goal of managing and developing reservoir properties for the enhancement of wildlife and for quality outdoor recreational activities that are compatible with the environment. Acquisitions should address or meet at least one of the following criteria:

- a) Areas that provide access and opportunities for hunting, fishing, trapping and shooting activities.
- b) Areas that provide habitat for existing/potential state and/or federal threatened or endangered species.
- c) Areas that provide an opportunity to implement management practices that would increase the water quality in the watershed.
- d) Areas that increase and/or protect our ability to manage the property.
- e) Areas that enhance or maintain the scenic integrity of the property.
- f) Areas that provide partnership opportunities in support of the above goal.
- g) Areas that contain significant natural features.
- h) Areas that provide corridors linking areas of significant habitat.
- i) Areas that would provide visual and/or sound buffering.

2. STATE FORESTS ACCOUNT

State Forests were created to protect and conserve the timber, water, wildlife and soil resources for the equal enjoyment and guaranteed use of future generations. State forests are managed for all forest resources in an integrated and sustainable fashion that allows for the long-term sustainability of the ecosystem while providing for consumptive and non-consumptive uses. State Forests serve as public demonstration areas for forest management, education and research.

Priority 1: Inholdings and additions to existing state forests

Priority will be given to acquisitions of inholdings and additions to existing state forests. Such projects must meet one or more of the following criteria:

- a) Land that is completely or partially surrounded by existing state forest property.
- b) Land that contains significant natural/cultural features or characteristics, such as wetlands, barrens, caves, etc.
- c) Land that is threatened by development or use which would make it non-restorable for use as a state forest.
- d) Land that increases manageability of existing state property. This land may reduce or clarify state forest property lines. Some land may provide management access to existing, inaccessible state forest holdings.
- e) Land, that if developed, would be incompatible or detrimental with state forest values.
- f) Land that improves the public's use of existing State Forest, generally by creating or improving access.

Priority 2: New state forests

Priority for the acquisition of lands to establish a new state forest must meet one or more of the following criteria:

- a) Proposed site is in an area/region that has a shortage of a state forest type property.
- b) The site allows for a purchase of a minimum of 300 contiguous acres with a minimum amount of residences
- c) The proposed site has legal and usable access.
- d) The site is located in a rural setting and not immediately adjacent to a city.
- e) The site is currently forested or capable of being reforested.
- f) The site contains natural features associated with a forested environment.
- g) The site is capable of providing uses similar to existing state forest properties because of its forested condition/or reforestation potential.

Priority 3: Forest land retention (fee simple or easements)

Priority can be given to projects to acquire forestland that is being threatened with conversion to non-forest uses. Such projects must meet one or more of the following criteria:

- a) The property would protect lands adjacent to State Forests from development and maintain traditional uses.
- b) Sites that would create corridors or connectivity between areas of forest land (e.g. streamside corridors)

3. NATURE PRESERVES ACCOUNT

Funds from the Indiana Heritage Trust will be used to acquire nature preserves that will be permanently dedicated under state law, and managed to retain their significant features, per the Indiana Nature Preserve Act. The Nature Preserves Act was established to protect natural areas of significant biological or geological interest, and to protect endangered, threatened, and rare species of plants and animals. A natural area is defined to be “an area of land or water, or both land and water, which either retains or has re-established its natural character (although it need not be undisturbed) or has unusual flora or fauna, or has biotic, geological, scenic, or paleontological features of scientific or educational value”.

Priority 1: New Nature Preserves and High Quality Additions

Acquire directly, and/or with partners, natural areas, so that all types, and the best remaining natural areas, are included in the nature preserve system. Acquisitions can include either fee simple or conservation easement of development rights for high quality natural areas and critical buffer.

Criteria:

- a) Areas should contain high quality, ecologically viable natural areas, rare types of natural community types, or unprotected/under protected natural community types, an/or endangered threatened and rare plant and animal species.
- b) Areas should contain adequate buffer to insure viability of the natural features.

Priority 2: Inholding/Critical Buffer

Acquire directly, and/or with partners, necessary additions to insure inclusion of viable examples of all natural area types in the nature preserve system. A project must meet one or more of the following criteria. Acquisition can include fee simple, or conservation easement of development rights.

Criteria:

- a) Necessary inholdings that will increase manageability of an existing nature preserve, and/or is desirable for appropriate natural community types.
- b) Land that acts as visual or sound buffer or separation from adjoining landowners and developments.
- c) Land that enables a connection/corridor between two or more significant natural features.
- d) Land that provides access/parking to an existing nature preserve. e) Land that is an important part of the watershed, thereby protecting the natural features of a nature preserve.
- e) Land that, if developed, would be incompatible or detrimental with state nature preserve values.

4. OUTDOOR RECREATION & HISTORICAL/ARCHAEOLOGICAL SITES ACCOUNT

OUTDOOR RECREATION SITES*

Through the Heritage Trust Program, the Division of Outdoor Recreation emphasizes increased recreational opportunities for the underserved regions and underserved populations in the state, whether the opportunities are in rural or urban settings. Outdoor Recreation does not seek to use the Heritage Trust program merely to increase the number and size of typical city parks. While greenways are a high priority, the possible existence of a trail within a project is not sufficient alone for serious consideration for acquisition with available funds.

Criteria for all projects include:

- a) Projects must have the ability to maintain state interest through conservation easements or similar agreements.
- b) Management of acquired facilities must be assumed by local interests, other divisions or agencies.

Additional desired criteria for all projects include:

- a) Opportunities that offer protection from imminent loss.
- b) Opportunities that include multiple partners in acquiring projects for recreation.

Priority will be given to the following potential projects:

Priority 1: Greenways

Priority will be given to those projects for which a greenway is an integral part of the project. Greenways include public access to land or water, and wildlife corridors. Trails and river corridors are greenways. Greenway projects must meet one or more of the following criteria:

- a) Connects existing recreational properties of state significance
- b) Preserves areas previously used for private/or public transportation which are suitable for conversions to linear recreational use, i.e. Abandoned rail lines or other rights-of-way.
- c) Extends Indiana's long distance hiking trails.
- d) Connects two or more locations for recreational transportation.
- e) Links acquired river corridor parcels, especially those along designated streams.
- f) Provides public access to rivers and streams.
- g) Provides hiking/walking along rivers and streams.
- h) Improves quality of rivers and streams by protecting watershed resources such as aquatic and terrestrial wildlife habitat.

Priority 2: Greenspace

Priority will be given to those tracts of land that are not greenways; not linear in nature, that provide an opportunity for recreation in an undeveloped area, such as additions to city or county parks to be maintained in or restored to a natural state, (except for trails, boardwalks or overlooks), that provide examples of urban forests, prairies, savannas or wetlands. These projects must meet two or more of the following criteria:

- a) Exists in an area with a shortage of available outdoor recreation opportunities.
- b) Preserves natural area from high potential for development.
- c) Enhances outdoor recreational enjoyment of natural or undisturbed areas.
- d) Improves, maintains or increases wildlife habitat, especially in an urban setting.
- e) Adds a natural, undeveloped or “wild” area to an existing park or recreation area.
- f) Provides or enhances the opportunities for nature study and research, especially for youth.

*The Outdoor Recreation Account may be used only to purchase property for outdoor recreation, historic site, or archeological site purposes.

HISTORIC /ARCHAEOLOGICAL SITES*

State Historic Sites preserve and provide opportunities to interpret to the public properties which are significant in Indiana archaeology and history.

Priority 1: Acquisition of Inholdings

Priority will be given to acquisition of inholdings and additions to existing state historic/archaeological sites. Such projects must meet one or more of the following criteria:

- a) consolidates state ownership
- b) increases efficiency of property management
- c) enhances public enjoyment of a site
- d) protects significant natural or cultural resources
- e) provides a visual or sound buffer
- f) provides for future anticipated development needs.

Priority 2. Acquisition of New State Historic/Archaeological Sites

New historic/archaeological sites must illustrate, interpret, or be identified with an important aspect of Indiana history or prehistory. New historic/archaeological sites must also meet all of the following criteria:

- a) The property should be eligible for the Indiana State Register and have state-wide significance as determined by the Division of Historic Preservation & Archaeology.
- b) The property should not duplicate a state historic site already administered by the Division of State Museums & Historic Sites.
- c) The property should retain a sufficient amount of its original appearance, setting, fabric, and integrity.
- d) The property should have sufficient historic significance to justify the costs of acquisition, restoration, and maintenance.
- e) The property should be readily accessible to the public, to the degree it is appropriate.
- f) The property should have sufficient access to utilities to support its intended use.
- g) There must be sufficient financial resources to meet all anticipated operating, maintenance, and development costs.

*The Outdoor Recreation Account may be used only to purchase property for outdoor recreation, historic site, or archeological site purposes.

5. FISH AND WILDLIFE ACCOUNT

The Fish and Wildlife account will be used to purchase tracts of land for public hunting and fishing or to protect areas of significant, critical or unique wildlife (both game and nongame) habitat. Compatible wildlife-dependent uses may also take place on these properties.

Priority 1. Inholdings and additions criteria

- a) Property partially or completely surrounded by fish and wildlife property.
- b) Property which simplifies management of an existing property or a feature of the existing property.
- c) Property within the acquisition boundaries of an existing property.
- d) Property which would buffer an existing property from contamination, development, etc.
- e) Property containing significant, critical or unique wildlife habitat.

Priority 2. New fish and wildlife properties criteria

- a) Large contiguous blocks of property containing at least 500 acres which would form the nucleus of a new fish and wildlife property.
- b) Large parcels located within one hour driving distance of a major metropolitan area which would form the nucleus of a new fish and wildlife area.
- c) Property containing significant, critical or unique wildlife habitat.

6. STEWARDSHIP ACCOUNT

Five percent (4.5%) of the appropriated IHT funds are allocated to the Stewardship Account. In addition, .5% of the appropriated IHT funds are set aside for the promotion of the purposes of the Heritage Trust Program, and the remaining 90% (4 1/2% of the original 5%) is available for stewardship of the acquired sites.

Stewardship funds may be used only for the following purposes:

- a) Maintenance of the acquired property.
- b) Costs of removal of structures, debris, and other property that is unsuitable for the intended use of the property.
- c) Costs of site preparation of the property related to:
 - 1. Public uses of the property, such as fences, rest rooms, public ways, trails, and signs.
 - 2. Protecting or preserving the property's natural environment.
 - 3. Returning the property to the property's natural state.
- d) Promotion of the purposes of the IHT program.

Stewardship funds may not be used for:

- a.) The costs of construction of structures other than those in (c) (1) above.
- b.) Costs related to removal and remedial action related to hazardous substances.

Guidelines for assignment of funds:

Projects purchased by a sole DNR division will have the stewardship funds deposited in the Stewardship Account under the appropriate division's property code at completion of the land purchase.

For projects purchased by more than one division's IHT funds, the participating divisions will decide which division will handle stewardship, and advise the budget director.

For projects involving more than one division's IHT funds where the property is split for management purposes, the funds will be split in proportion to the division's contribution.

For projects where management responsibility is outside DNR, the stewardship funds will be assigned to the most closely allied DNR division, per the project application, and deposited in that division's account, as per the above. That division will be responsible for authorizing appropriate expenditures through the following procedures:

- a) Under \$2,500 total - written agreement between DNR division and outside organization;

- b) Over \$2,500 total - contract between the State and outside organization. The contract will specify that the funds are for a stated list of appropriate stewardship activities, not to exceed the amount of the stewardship allotment for the tract. Payment will be made upon the division's approval of an invoice from the organization.

The Project and/or Trust Committee could be asked to address the appropriateness of the stewardship funds being assigned to particular projects, as there may be times when it is felt an outside organization/ agency may not need stewardship funds.

7. DISCRETIONARY ACCOUNT

Projects meeting the following minimum criteria may apply for the use of funds from the IHT Discretionary Account:

1. Discretionary Account funds may be used for any purpose identified as appropriate under the priorities established for the IHT division accounts. Projects that cannot be justified under one of more of the IHT division account priorities shall not be awarded funding from the Discretionary Account, and
2. Expenditure of money from the Discretionary Account requires at least a 3 to 1 match in funding from non-state sources. That is, for every \$3 from the Discretionary Account, there must be at least \$1 in matching money or value from non-state sources. The IHT Trust Committee is charged with deciding what constitutes matching funds of value.

Once a project meets both of the above criteria, the following guidelines will be used to rank projects applying for IHT Discretionary Account funds in cases where funding requests exceed the availability of funds. Up to 14 points will be awarded based on the following criteria and the total point value assigned to each project will be used to rank the projects for funding.

- A. In order to maximize partnerships among DNR divisions, projects will be awarded,
 - 1 point - if two divisions each contribute at least 10% of the project cost, or
 - 2 points - if more than two divisions each contribute 10% of the project cost.
- B. In order to maximize partnerships between DNR divisions and other public and private agencies, projects will be awarded,
 - 1 point - if the DNR partners with two public or private agencies where each entity must contribute at least 10% of the project cost, or
 - 2 points - if the DNR partners with three or more public or private agencies where each entity must contribute at least 10% of the project cost.
- C. In order to maximize the use of external (non-IHT) funding, projects will be awarded,
 - 1 point - if the external to IHT funding ratio meets or exceeds 1: 2, or
 - 2 points - if the external to IHT funding ratio meets or exceeds 1: 1, or
 - 3 points - if the external to IHT funding ratio meets or exceeds 2: 1.
- D. If the project serves to correct an imbalance in the geographic distribution of projects (ie. occurs in a region of the state that has been under-represented in terms of IHT activity) the project will be awarded,
 - 1 point - if the geographic imbalance is addressed.
- E. If the project serves to correct an imbalance among DNR divisions in their use of discretionary funds, the project will be awarded,
 - 1 point-if the imbalance is addressed.

- F. If the project addresses needs in an “underserved” area of the State (“under-served” as identified in the State Comprehensive Outdoor Recreation Plan or other similar statewide study), the project will be awarded,
- 1 point - if “underserved” area.
 - 1 point - if “critical” county.
- G. If the project meets a participating DNR Division’s highest priority, the project will be awarded,
- 2 points - if a DNR Division highest priority is met.
- H. If, by consensus of the IHT Project Committee, the project deserves special recognition in areas not adequately addressed above
- 1 to 3 points may be added if special or unique circumstances exist.

*Note: The addition of points under these criteria requires the Project Committee to record an explanation of the reasoning used to make the award.

- I. Total funding available for each application deadline is to be stated prior to each meeting. At the present time this amount will be approximately \$800,000: \$400,000 for Discretionary Account and \$400,000 for the remaining accounts.
- J. Applications must include a DNR Hazards Assessment form to be completed by the applicant and reviewed by the sponsoring DNR division.
- K. Description of property to include acreage by ecological type and/or land use type as indicated on the application form.
- L. Applicants from outside DNR must recruit a sponsor/partner DNR division. Applicants from outside DNR must make prior arrangements with a DNR division(s) to be partners. The DNR division must review the request and visit the proposed acquisition prior to submission for funding. This DNR division will be responsible for administering and monitoring the state’s interest.
- M. Owners of purchased properties are to provide a biennial report regarding property restoration, public use, and signs of encroachment to the sponsoring DNR division.
- N. Purchased projects are to be monitored at least every 5 years jointly by the sponsoring DNR division(s) and the applicant regarding adherence to conservation easement provisions.

In the event that insufficient funds are available in the Discretionary Account to meet all of the requests made on the fund within a given budgetary quarter, the point totals for each project will be used to rank the projects and the rankings will serve as a guideline for the allocation of those funds that are available. At the discretion of the Project Committee/Trust Committee, projects may be “denied due to lack of funding”.